

## Exemption of URA Legal Residency Requirement

Grantee Name \_\_\_\_\_ Sponsor/CHDO \_\_\_\_\_

Name of Household \_\_\_\_\_

Address of Project: \_\_\_\_\_

Describe project

Circle Funding: HOME, CDBG, HOPWA, SHP, NSP, CDBG-R, Public Housing, Sec 202/811

Issue to Be Determined: Whether the household should be exempted, due to hardship, from the U.S. legal residency requirement for receipt of URA relocation assistance

Name and Address of Household Member(s) Being Exempted:

Criteria Being Applied: PL 105-117; URA 49 CFR 24.208; Definition at 49 CFR 24.2 Aliens Not Lawfully in the U.S.; 42 USC 4605 Also see FHWA Questions and Answers 105-117 #20.

Take the following actions and review supporting documents in making your final determination

1. Review intake and other documents that show the household composition i.e., age, family relationship, residency status of all members.
2. Evaluate whether there is evidence that at least 1 person in household is legally in the U.S. i.e., birth certificate of child, self certification, other?
3. Determine if any file document suggests that a household member may not be in U.S legally i.e. inconsistent statements on file documents, lack of certification, consular cards, etc?
4. Review the hardship exception request. Does it show a hardship to the legal residents? Was it signed by the household head? Was the exemption requested covered in the URA? (Low income is not a qualified exemption) Does the file contain documents that support the exemption i.e. birth certificates of children, doctor's note?
5. Review any grantee legal residency policy to determine how this household fits into that policy.
6. Determine if this household is being treated like others with the same circumstances.

Determination and Rationale for Exempting Household from U.S. Residency Requirement

\_\_\_\_\_  
Authorized Officials Signature

\_\_\_\_\_  
AUTHORIZED OFFICIAL's NAME AND TITLE

\_\_\_\_\_  
Date of Determination:

Attached documents which support conclusion: Hardship request or other document that shows type of exemption being requested, document listing all household members, age, relationship to head of household, U.S. residency status. For family unit exemptions attach birth certificates for children born in the U.S. For health and safety or other exemptions provide documentation to support the exemption. Attach a copy of any grantee URA exemption policies.